



GLO USE ONLY  
STATE LEASE  
MF- \_\_\_\_\_

## APPLICATION & CHECKLIST FOR HIGHWAY RIGHT OFWAY LEASE

Revised 8/2015

LESSEE \_\_\_\_\_

ADDRESS \_\_\_\_\_

[Lessee name and address must be written as they will appear on the Lease.]

HIGHEST ADJACENT BONUS PER ACRE PAID \$ \_\_\_\_\_

TOTAL CONSIDERATION TO COMMISSIONER OF GENERAL LAND OFFICE

\$ \_\_\_\_\_ Paid \_\_\_\_\_ \$ \_\_\_\_\_ Paid \_\_\_\_\_  
[bonus amount] [date] [sales fee] [date]

TERM [General Land Office will determine the Term based on remaining term of adjacent leases] \_\_\_\_\_

HIGHEST ADJACENT LEASE ROYALTY RATE \_\_\_\_\_

HIGHEST ADJACENT LEASE SHUT-IN ROYALTY \_\_\_\_\_

[Note: Shut-in royalty will be highest in adjacent leases with a minimum of \$1200/well.]

TOTAL GROSS ACRES IN PROPOSED LEASE \_\_\_\_\_

TOTAL NET ACRES IN PROPOSED LEASE \_\_\_\_\_

COUNTY \_\_\_\_\_

ALL NAMES OF ROAD/HIGHWAY/STREET BEING LEASED:

\_\_\_\_\_

FULL DESCRIPTION [Abstract, Block, Township, Section)

\_\_\_\_\_

Do you control all minerals or leasehold adjacent to the highway/roadway? Yes ☐ No ☐

If no, what percent of minerals or leasehold adjacent to the roadway do you control? \_\_\_\_\_

Is the highway/roadway on Relinquishment Act Lands? Yes ☐ No ☐

The second page of this Application is a Checklist that **must be filled out and all items furnished** before a Highway Right of Way Lease will be prepared.

For questions:

George Martin

512-475-1512 [george.martin@glo.texas.gov](mailto:george.martin@glo.texas.gov)



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## CHECKLIST

1. Cover letter
2. Application for Highway Right of Way (HROW) Lease
3. Plat showing boundaries and dimensions of right of way tract with highway/roadway labeled. (See [Guidelines II. A. 3.](#))
4. Processing Fee – check attached
5. Check to Commissioner of General Land Office for total bonus consideration
6. Check to Commissioner of General Land Office for 1.5% sales fee
7. Executed [Waivers of Preferential Right to Lease](#), if necessary
8. Executed [Affidavit of Consideration](#)
9. Copies of all highway source deeds, clipped together
10. Schedule of adjacent leases
11. “Exhibit A” to be attached to the lease describing the area being leased (see [Guidelines II. A. 2.](#))
12. Copies of assignments of adjacent leases

**Include all the above information in one package and mail or deliver to:**

George Martin  
Texas General Land Office  
1700 N Congress, Suite 840  
Austin TX 78701

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**If pooling or unitizing at any time after the State HROW Lease has been issued, the following must be provided to the GLO within thirty (30) days of Designation of Pooled Unit being filed of record:**

1. Completed [Highway Right-of-Way Unit Declaration](#)
2. Copy of recorded original Designation of Pooling Unit (DPU), and any/all corrections and amendments.
3. Copy of unit plat with State acreage highlighted.
4. \$500.00 Processing Fee (Commissioner of General Land Office)

**For questions about pooling:**

Mary Beth Barnstone, Landman/Geotech  
512-463-4704 [mary.barnstone@glo.texas.gov](mailto:mary.barnstone@glo.texas.gov)

Joy McCauley, Landman/Geotech (Eagle Ford only)  
512-463-4704 [joy.mccauley@glo.texas.gov](mailto:joy.mccauley@glo.texas.gov)